Project: Project Name (eB #)

Send schedule and impact notifications to:
☐ Transportation
☐ CUPD
☐ Grounds
☐ Surrounding buildings
☐ FM contact
☐ Unit representatives and stakeholders

Authority Having Jurisdiction
☐ Contact Town/City/State before requesting building permit
☐ Verify building permit has been issued
☐ Confirm site plan approval conditions have been met

Verifications/Assignments/Scheduling
☐ GC team members assigned to proper roles on project in eBuilder
☐ Assign A/E submittal coordinator in eBuilder
☐ Submit emergency contact list to CUPD, Customer Service, and EMCS
☐ Request and distribute conformed drawings to the team
☐ Schedule construction kick-off meeting
☐ Complete & upload submittal register to e-Build (Consultant & PM) Submittals
Help
☐ Obtain Schedule of Values (SOV) and complete process in e-Builder